

INSTRUCTIONS

SPECIAL DESIGNATED LICENSE APPLICATION ORIGINAL APPLICATION AND 3 COPIES MUST BE FILED WITH CITY CLERK.

INDOOR EVENTS

1. Approved by City Clerk
2. If applicant is the holder of a liquor caterer's license, the application **MUST BE FILED IN THE CITY CLERK'S OFFICE 21 DAYS PRIOR TO THE EVENT.**

FEE SCHEDULE

If applicant does not have a liquor caterer's license, the fees are: \$40.00 per day payable to Nebraska Liquor Control Commission; \$80.00 per day payable to City of Lincoln. Two (2) separate checks required. **MUST BE FILED 21 DAYS PRIOR TO THE EVENT.**

Applicant must provide day time phone number on application form.

OUTDOOR EVENTS/FOOTBALL SATURDAY EVENTS

1. May require review by City Council - Applicant required to attend public hearing.
2. Application **MUST BE FILED 21 DAYS PRIOR TO EVENT.** - Supplemental Form (provided by City Clerk) required.

FEE SCHEDULE: Same as Indoor Events

Note: Section 5.04.062 of the LMC requires the 21 day time line. THIS IS THE LAW, NO EXCEPTIONS! The Nebraska Liquor Control Commission requires that all applications be filed in their office along with appropriate fees 10 working days prior to the event. The day of the event is not counted. In addition, weekends and holidays are not counted.

CONSECUTIVE DAYS UP TO 6 MAY BE REQUESTED ON ONE (1) APPLICATION FORM. IF NOT CONSECUTIVE DAYS, ADDITIONAL FORMS REQUIRED.

**THE ORIGINAL APPLICATION AND 3 COPIES MUST BE
PROVIDED TO THE CITY CLERK**

APPLICATION FOR SPECIAL DESIGNATED LICENSE

Submit to: City Clerk's Office
555 S. 10th Street, Lincoln, NE 68508
(402) 441-7436

PLEASE TYPE OR PRINT; APPLICANT MUST COMPLETE ALL SECTIONS OF THIS FORM

INSTRUCTIONS

- ☐ All Applications must be received in the City Clerk's Office **21 CALENDAR DAYS PRIOR** to the date of the event (the day of the event, is **not counted**)
- ☐ Complete and return the **ORIGINAL and THREE COPIES** to the City Clerk's Office
- ☐ **FEES**: If applicant does not have a liquor caterer's license, then a license fee of **\$40 is due** (per day) **and made payable to the Nebraska Liquor Control Commission** and a license fee of **\$80 is due** (per day) **payable to the City of Lincoln**
- ☐ **TWO SEPARATE CHECKS**
- ☐ **INDOOR EVENTS** for Special Designated Licenses are approved by the City Clerk
- ☐ **OUTDOOR EVENTS** for Special Designated Licenses may require City Council approval. Applicant is required to attend a public hearing if Council approval is required

1. **Type of Beverage(s) to be served:** ☐ Beer ☐ Wine ☐ Distilled Spirits

2. **Name and Full Address of Applicant:**
(City, State, County, Zip)

License number and Class
(Example C/K) →

3. **Address or location of premises to be covered by license:**
(City, County, Zip Code)

4. Is this **PREMISE** currently licensed under the Nebraska Liquor Control Act? ☐ Yes ☐ No

5. **Name and Address of the owner or lessee** and name of principal occupant of the premises for which the license is requested.

6. **Please list the name and telephone number of the primary event supervisor**, who will actually be present at the location of the event when it occurs, that can be contacted by law enforcement before and during the event, and who is responsible for ensuring that any applicable laws, ordinances, rules and regulations are adhered to. **Supervisor must sign on Page 2.**

7. **Date(s) of Event:** (If a Sunday, sales are limited to 12 noon to 1am the following Monday)

List Alternate Date or Location in the Event of Bad Weather:

8. **Time(s) of Event:** (Example 8am to 1am, is considered one day)

FROM:

TO:

9. **Describe the Type of Activity** to be carried on during the time period for which the license is requested.

10. **Provide an Estimated Number of Attendees at this Event** _____. If the number of attendees is over 150, attach a separate page indicating the steps that will be taken to prevent underage persons access to alcoholic beverages.

11. **List the Number of SDL's** that you have applied for at this specific location in the last six months _____.

- Page 1 of 2 -

12. **Description of the Premises:** ☐ Inside Building ☐ Outdoor Area → ☐ Attach City Supplemental Form

Dimensions of the area (in feet) to be covered by license: _____ x _____. Please draw in the space provided below,
the area where liquors will be sold and consumed. (Length) (Width)

If outdoor area, how will premises be separated from areas open to the general public? ☐ Fence ☐ Tent ☐ Other

If marked Fence, please describe the type:

If marked Other, please explain:

Outdoor Events require the City Supplemental Form to be attached.

-
13. Is the premises to be covered by the license located within the city limits? ☐ Yes ☐ No
-
14. Is the premises to be covered by the license within 150 feet of any church, school, hospital, or home for the aged or indigent persons or for veterans, their wives or children? ☐ Yes ☐ No
-
15. Is the premises to be covered by the license within 300 feet of any university or college campus? ☐ Yes ☐ No
-
16. Explain how alcoholic liquors will be purchased by the licensee. If purchased from a retail licensee, please give the name and license number.
-
17. Will the premises to be covered by the license comply with all Nebraska sanitation laws? ☐ Yes ☐ No
-
18. Are there separate toilets for both men and women? ☐ Yes ☐ No
-
19. Will there be any games of chance operating during the event? ☐ Yes ☐ No
Notice: Only games of chance approved by the Department of Revenue, Charitable Gaming Division are permitted. All other forms of gambling are prohibited by State Law: There are no exceptions for Non-Profit Organizations. This is only an application for a Special Designated License under the Liquor Control Act and is not a gambling permit application.
-
20. I declare that I am the authorized representative of the above named license applicant and that the statements made on this application are true to the best of my knowledge and belief. I also consent to an investigation of my background including all records of every kind including police records. I agree to waive any rights or causes of action against the Nebraska Liquor Control Commission, the Nebraska State Patrol or any other individual releasing said information to the Liquor Control Commission or the Nebraska State Patrol. I further declare that the license applied for will not be used by any other person, group, organization or corporation for profit and that the event will be supervised by persons directly responsible to the holder of this Special Designated License.

Signature _____
(Authorized Representative/Applicant) (Title) (Date) (Phone)

Signature _____
(Supervisor) (Title) (Date) (Phone)

The law requires that no special designated license provided for by this section shall be issued by the Commission without the approval of the local governing body. For the purposes of this section, the local governing body shall be the City Clerk of Lincoln, Nebraska.

In Compliance with ADA, this form is available in other formats for persons with disabilities. A ten day advance period is requested in writing to produce the alternate format. <http://www.nol.org/home/NLCC/>

*** THE FOLLOWING SUPPLEMENTAL FORM IS REQUIRED FOR ALL OUTDOOR EVENTS ***

**SPECIAL DESIGNATED LICENSE APPLICATION
SUPPLEMENTAL FORM**

The Special Designated License process is not intended to be used as a means to expand the existing licensed premise.

Name of Event: _____

Applicant and Sponsoring Organization or Person (if applicable): _____

Date of Event: _____ Time of Event: _____

Has the applicant applied for and received liquor liability insurance? ☐ Yes ☐ No

Number of persons expected to attend: _____ Number of persons under 21 expected: _____

Is the event open to the public? ☐ Yes ☐ No

How will you ensure that minors will not be served or consume beverages containing alcohol: _____

Will food be served? ☐ Yes ☐ No

If yes, please list food to be served: _____

Will non-alcoholic beverages be served: ☐ Yes ☐ No

If yes, please list non-alcoholic beverages to be served: _____

Please identify the beverages containing alcohol that will be served: ☐ Wine ☐ Beer ☐ Distilled Spirits

Will this be a cash or complimentary bar? ☐ Cash ☐ Complimentary

Who will serve the beverages containing alcohol? _____

Have the designated servers received responsible beverage service training? ☐ Yes ☐ No

Will there be a charge for admission? ☐ Yes ☐ No

In the last 12 months, have you received notice of a liquor law violation that occurred during an event at which you were the special designated licensee? ☐ Yes ☐ No

If so, explain: _____

Applicant's Signature

Date

SUPPLEMENTAL FORM FOR SITE PLAN INFORMATION

Please provide a drawing showing the following. Provide as much detail as possible to ensure your application is not returned to you for more information. Attach additional drawings, dimensions if necessary.

- 1. Number of Entry & Exit Points & Dimensions: _____
(height & width) (_____ x _____)
- 2. Size & location of tent(s): _____
(heights, width, depth) (_____ x _____ x _____)
- 3. Size of area being used: _____
(height & width) (_____ x _____)
- 4. Location & type of cooking equipment (if used) _____

- 5. Location of tables & chairs: _____
(If stage for band provided & dance area, show dimensions & site on drawing.)
- 6. Height & type of fencing to be used: _____
(height) (_____)